

IV

December 12, 1968

MEMORANDUM

TO: The Boston Redevelopment Authority
FROM: Hale Champion, Development Administrator
SUBJECT: POSITION CLASSIFICATION LIST

In line with the annual salary review and recommendations for salary adjustments submitted to the Authority this date, it is necessary to amend the Position Classification List which was last approved by the Authority on December 23, 1966.

The Position Classification List must be updated periodically to accommodate changing conditions within the Program.

This proposed list is an interim measure to serve until such time as the Personnel Management and Salary Administration consultant has completed the study of all Authority positions, and it is expected that a revised Position Classification List will be submitted by summer 1969.

Attached is the new listing and the appropriate vote.

December 30, 1968

BOSTON REDEVELOPMENT AUTHORITY

K8

Position Classifications -242
(Starting Grade, Salary & Num-
ber of Positions in each Grade
Indicated)

GRADE 1 -\$3,300 (1)

1. Clerical Assistant I

GRADE 2 -\$3,600 (2)

1. Clerical Assistant II

2. Development Aide I

GRADE 3 -\$3,900 (4)

1. Clerical Assistant III
2. Development Aide II

3. Draftsman Apprentice I
4. Secretary I

GRADE 4 -\$4,200 (10)

1. Clerical Assistant IV
2. Development Aide III
3. Draftsman Apprentice II
4. Matron
5. Planning Aide I

6. Receptionist I
7. Relocation Aide
8. Rehabilitation Aide
9. Secretary II
10. Switchboard Operator I

GRADE 5 -\$4,500 (11)

1. Assistant Cashier
2. Bookkeeper I
3. Development Assistant I
4. Draftsman I
5. Management Aide I

6. Planning Aide II
7. Relocation Aide
8. Secretary III
9. Receptionist II
10. Switchboard Operator II
11. Business Relocation Aide

NOTE: Grades 1 thru 5 - excluding Clerical and Clerical related positions are primarily Training Positions for Co-ops or Subprofessional recruited in Special Programs.

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GRADE 6 -\$5,200 (14)

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|--------------------------------|----------------------------|
| 1. Architectural Draftsman I | 8. Management Aide II |
| 2. Bookkeeper II | 9. Planning Aide III |
| 3. Cashier I | 10. Rehabilitation Asst. I |
| 4. Development Assistant II | 11. Relocation Assistant I |
| 5. Draftsman II | 12. Secretary IV |
| 6. Employee Benefits Assistant | 13. Senior Receptionist |
| 7. Graphics Designer I | 14. Supply Clerk |

GRADE 7 -\$5,700 (18)

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|-------------------------------|--------------------------------|
| 1. Architect Draftsman II | 10. Rehabilitation Asst. II |
| 2. Admin. Clerk I (Clerical) | 11. Rehabilitation Des. I |
| 3. Admin. Clerk I (Personnel) | 12. Rehab. Liaison Asst. I |
| 4. Claims Examiner I | 13. Rehab. Finance Asst. |
| 5. Cashier II | 14. Relocation Assistant II |
| 6. Development Assistant III | 15. Supv. of Maintenance I |
| 7. Draftsman III | 16. Supply & Graph Prod. Asst. |
| 8. Graphics Designer II | 17. Secretary V |
| 9. Planner I | 18. Research Asst. II |

GRADE 8 -\$6,500 (25)

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|---------------------------------|------------------------------|
| 1. Accountant I | 13. Office Manager |
| 2. Administrative Assistant I | 14. Planner II |
| 3. Administrative Clerk II | 15. Rehab. Assistant III |
| 4. Architectural Draftsman III | 16. Rehab. Designer II |
| 5. Business Claims Examiner I | 17. Rehab. Liaison Asst. II |
| 6. Civil Engineering Aide I | 18. Relocation Specialist I |
| 7. Demolition Inspector I | 19. Secretary VI |
| 8. Designer II | 20. Sr. Draftsman I |
| 9. Development Specialist I | 21. Settlement Clerk |
| 10. Field Inspector I | 22. Site Office Assistant |
| 11. Business Relocation Spec. I | 23. Supv. of Maintenance II |
| 12. Graphics Designer III | 24. Supv. of Property Man. I |
| | 25. Transportation Planner I |

GRADE 9 -\$7,200 (27)

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| 1. Accountant II | 10. Comm. Relations Off. I |
| 2. Admin. Assistant II | 11. Demolition Inspector II |
| 3. Asst. Manager of Office Services | 12. Designer III |
| 4. Architect I | 13. Dev. Specialist II |
| 5. Senior Arch. Draftsman | 14. Field Inspector II |
| 6. Architectural Historian (Plan. III) | 15. Librarian |
| 7. Assistant Site Office Manager | 16. Planner III |
| 8. Business Relocation Specialist II | 17. Real Estate Asst. I |
| 9. Civil Engineering Aide II | 18. Rehab. Designer III |

GRADE 9 - (Continued)

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| 19. Rehab. Finance Officer I | 24. Supv. of Prop. Man. II |
| 20. Rehab. Liaison Officer I | 25. Supervisor of Cashiers |
| 21. Rehab. Specialist I | 26. Senior Draftsman II |
| 22. Relocation Specialist II | 27. Transportation Plan. II |
| 23. Research Analyst I | |

GRADE 10 - \$8,000 (24)

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|----------------------------------|--------------------------------|
| 1. Accountant III | 13. Planner IV |
| 2. Administrative Assistant III | 14. Purchasing Assistant |
| 3. Architect II | 15. Rehab. Specialist II |
| 4. Assistant Legal Officer I | 16. Rehab. Finance Off. II |
| 5. Business Relocation Spec. III | 17. Rehab. Liaison Off. II |
| 6. Chief Draftsman | 18. Relocation Specialist III |
| 7. Civil Engineering Aide III | 19. Research Analyst II |
| 8. Civil Engineer I | 20. Real Estate Asst. II |
| 9. Comm. Relations Officer II | 21. Sr. Designer |
| 10. Development Specialist III | 22. Spec. Pers. Programs Asst. |
| 11. Manager Office Services | 23. Site Office Manager I |
| 12. Personnel Assistant | 24. Trans. Planner III |

GRADE 11 - \$9,000 (18)

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|-----------------------------------|--------------------------------|
| 1. Architect III | 10. Development Spec. IV |
| 2. Asst. Legal Officer II | 11. Real Estate Asst. III |
| 3. Asst. Legal Officer II (Rehab) | 12. Sr. Business Relocation Sp |
| 4. Chief Accountant | 13. Sr. Civil Engineering Aide |
| 5. Chief Planner I | 14. Sr. Rehab. Specialist |
| 6. Chief Research Analyst I | 15. Sr. Relocation Specialist |
| 7. Civil Engineer II | 16. Sr. Trans. Planner I |
| 8. Comm. Relations Officer III | 17. Sr. Rehab. Liaison Off. |
| 9. Deputy Comptroller | 18. Site Office Manager II |

GRADE 12 - \$10,200 (16)

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|----------------------------------|-------------------------------|
| 1. Asst. Legal Off. III | 9. Civil Engineer III |
| 2. Architect IV | 10. Zoning Officer |
| 3. Assistant Real Estate Officer | 11. Purchasing Agent |
| 4. Chief Graphic Designer | 12. Sr. Development Spec. |
| 5. Chief Planner II | 13. Sr. Rehab. Finance Off. |
| 6. Chief Rehab. Officer | 14. Sr. Trans. Planner II |
| 7. Chief Relocation Officer | 15. Site Office Manager III |
| 8. Chief Research Analyst II | 16. Supply & Graph Repro Off. |

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GRADE 13 - \$11,200 (15)

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|-----------------------------------|-----------------------------|
| 1. Asst. Legal Officer IV | 8. Dep. Dir. of Fam. Rel. |
| 2. Asst. Personnel Officer | 9. Contract Compliance Off. |
| 3. Chief Planning Officer I | 10. Chief Negotiator |
| 4. Chief Rehabilitation Officer | 11. Coordinator |
| 5. Chief Rehab. Finance Officer | 12. Development Officer |
| 6. Chief Transportation Planner I | 13. Director of Exhibits |
| 7. Civil Engineer IV | 14. Senior Architect I |
| | 15. Senior Admin. Assistant |

GRADE 14 - \$12,400 (11)

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|------------------------------------|--------------------------------|
| 1. Legal Officer I | 7. Technical Services Director |
| 2. Chief Planning Design Officer | 8. Project Director - So Cove |
| 3. Chief Planning Officer II | 9. Public Information Off. |
| 4. Civil Engineer V | 10. Systems Analyst |
| 5. Director of Property Management | 11. Sr. Des. Review Off./Rehab |
| 6. Chief Transportation Planner II | |

GRADE 15 - \$13,400 (12)

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| 1. Assistant General Counsel | 7. Comptroller |
| 2. Asst. Real Estate Officer | 8. Design Review Assistant |
| 3. Budget Officer | 9. Development Officer |
| 4. Chief Trans. Planner III | 10. Chief Planning Design |
| 5. Intergovernmental Relations Officer | 11. Project Director - Campus |
| 6. Comm. Ren. Program Director | 12. Senior Economist High |

GRADE 16 - \$14,500 (21)

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| 1. Asst. Ex. Dir. for Operations & Public Services | 12. Dir. Leased Housing Mgm't & Social Ser. Programs |
| 2. Asst. Ex. Dir. for Staff Services | 13. Deputy Trans. Coordinator |
| 3. Chief Economist | 14. Exec. Officer, Citizens Advisory Committee |
| 4. Chief of New Construction Section | 15. Personnel Officer |
| 5. Chief of Rehabilitation Section | 16. Project Director - Fenway |
| 6. Chief of Business Relocation Section | 17. Project Director - WaterF |
| 7. Chief of Ind. & Institutional Section | 18. Project Director - Chas. |
| 8. Director of Urban Design | 19. Research Director |
| 9. Director of Planning | 20. Staff Counsel |
| 10. Director of Engineering | 21. Senior Development Officer |
| 11. Director of Family Relocation | |

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POSITIONS ABOVE SALARY RANGE & STEP PLAN (13)

1. Director
2. Executive Director
3. General Counsel
4. Admin. for Staff Services
5. Admin. for Planning, Urban Design, and Advance Projects
6. Admin. for Operations & Pub. Ser.
7. Admin. for Dev. & Legal Support Ser.
8. Admin. for Comm. Org. & Soc. Services
9. Dir. of Residential Dev.
10. Dir. of Non-Res. Dev.
11. Fiscal Affairs Officer
12. Comm. Affairs & Educational Programs Off.
13. Zoning Director